

ELECTRONIC COMMUNICATIONS COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Electronic Communications Coordinator position exists is to act as an integral part of the Web Technology Team as an internal and external champion of its public facing web content.

ESSENTIAL FUNCTIONS:

Leads the Internet team to plan, design, implement and maintain the City's websites.

Develops modifications or enhancements to existing web based programs to meet customer needs or system design changes.

Implements content management strategies.

Works with senior management on appropriate business models for new web projects.

Manages projects, including allocation of resources and timelines and reporting on status to management.

Documents and communicates City standards for website design and development.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Web page design and layout.

Knowledge of HTML, ASP and Microsoft web development tools.

Research methods and techniques.

Design specification development.

Data communications security and privacy techniques.

Forms design and report design.

I.S. processes, regulations, codes, ordinances and terminology.

Thorough working knowledge of MS Windows, UNIX, and TCP/IP network environments.

Ability to:

Analyze, interpret, and present research findings.

Analyze specifications and instructions to develop appropriate systems and programs.

Prepare design specifications.

Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.

Understand database organization access and retrieval technique.

Debug new and existing programs.

Education & Experience

Requires a bachelor's degree in Communications or a related field and two years of professional experience in electronic publishing. Requires recent, direct experience working with style guides, copy editing, layout design and content development as well as a working knowledge of HTML, ASP, Microsoft web development tools, human factoring, and effective web content management.

FLSA Status: Exempt

HR Ordinance Status: Unclassified

